

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

INVENTORY SERVICES SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of duties in support of the Water and Wastewater purchasing and warehouse operations including the receipt, storage, distribution and inventory of equipment and supplies.

Supervision Received and Exercised:

Receives general supervision from the Warehouse Supervisor or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Order materials, supplies and clothing; prepare requisitions and purchase orders; code to proper accounts and verify accuracy of stock number; extend costs and run totals; determine proper stock levels for items.
- Receive, stock and issue materials, supplies and clothing; verify incoming shipments for appropriate quantity and quality.
- Inventory materials, supplies and clothing; report replacement needs; establish minimum/maximum stock levels and monitor stock levels based on usage and lead time.
- Maintain files; compile records of supply transactions; input and receive data from a computer terminal; post supplies issued; prepare quarterly and yearly performance reports.
- Participate in the design and maintenance of the computer inventory system; maintain an automated supply ordering system; maintain accuracy of computerized inventory system.

CITY OF TEMPE

Inventory Services Specialist (continued)

- Provide follow-up on all orders to insure delivery schedules are met.
- Prepare bid specifications for all operating and utility supplies; meet with prospective vendors; research and recommend new products and equipment.
- Participate in budget administration; monitor and control budgetary expenditures.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in storekeeping or related work involving the selection, storing and issuing of a variety of materials and supplies.

Training:

Equivalent to completion of the twelfth grade. Additional training in inventory control and/or accounting is desirable.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 2930

Salary Range: 13

Compensation Plan: P40 / Regular

FLSA: Non-Exempt